

State of Colorado

Credit Card Account Types and Allowable Charges

Individual Travel Card (NOT Tax Exempt)	Individual liability intended to support individual business related travel expenses and a wide array of insurance and traveler benefits. Payment required within 59 days. Allowable types of charges may not be reimbursable expenses - refer to the State of Colorado Fiscal Rule, Chapter 5 Travel.
Central Travel Card (Event Card) (Tax Exempt)	Corporate liability, centrally-billed, tax exempt and primarily intended to support travel related purchases for meetings, occasional travelers and guests of the State. Cards may be assigned to frequent travelers as approved by TCD*. Payment required within 59 days.
Central Travel System Account (Ghost Card) (Not Tax Exempt)	Corporate liability and enables the charging of airfares through third-party suppliers such as travel agencies to centralized bills. Payment required within 59 days.
Procurement Card (Tax Exempt)	Corporate liability, tax exempt and used for small purchases (under \$5000.00) of general merchandise and services as governed by state statutes, procurement and fiscal rules. All purchases must comply with agency policies and procedures. PCard is the appropriate method of payment for <u>business</u> related operating expenses.
Fleet Card (Tax Exempt)	Proprietary card assigned to State Fleet, Motorpool and Agency vehicles. The Wright Express (WEX) card is only authorized for Fuel, Oil, Automotive Fluids, and Roadside Assistance. The WEX card is not authorized for Maintenance and Parts. Fluids include windshield washer, transmission, and power steering fluids.

ALL charges must be for business purposes ONLY, are subject to the Colorado Open Records Act, and must comply with all applicable rules, policies and procedures. Expense allowability does not guarantee reimbursement. Refer to the [Fiscal Rule, Chapter 5: TRAVEL](#), [Procurement Code of Ethics](#), [State Procurement Rules](#), [Fiscal Rule, Chapter 2: DISBURSEMENT](#) following links for more info:

GENERAL LIST OF COMMON CHARGES/EXPENSES	Individual Travel Card	Central Travel Card (Event Card)	Central Travel System Account	Procurement Card	Fleet Card
Airfare, airline reservations	No *	No	YES	No	No
Airline Baggage Fees	YES	YES	No	No	No
Alcohol (may not be reimbursable)	No	No	No	YES **	No
ATM Fees (travel related)	YES	YES	No	No	No
Automotive Fluids only (oil, windshield wiper fluid)	No	No	No	YES **	YES
Books, Periodicals	No	No	No	YES	No
Bus, Passenger Rail, Mass Transportation	YES	YES	YES	No **	No
Car Rental (travel related)	YES	YES	No	No	No
Cash Advance or cash-type transactions	YES *	No	No	No	No
Catering, refreshments for meetings	No	YES	No	YES	No
Cell phone, pager equipment and services	No	No	No	YES	No
Computers and hardware	No	No	No	YES	No
Conference, Meeting Room Rental	No	YES	No	YES	No
Courier Services	No	No	No	YES	No
Entertainment (hotel in-room movies, etc., may not be reimbursable)	YES *	No	No	No	No
Entertainment (tickets, tours, etc.)	YES *	YES *	No	YES	No
Equipment (purchase, lease, rent)	No	No	No	YES	No
Fax Machines and supplies	No	No	No	YES	No
Fines, late fees, penalties, interest, finance charges	No	No	No	YES	No
Flowers, Greeting Cards	No	No	No	YES **	No
Food and Official Functions costs for business related meetings	No	YES	No	YES	No
Freight	No	No	No	YES	No
Furniture (desks, tables, chairs, shelving, files, etc.)	No	No	No	YES **	No
Gas, Fuel	YES *	YES *	No	No **	YES
Gifts, donations, "awards incentives", gift cards	No	No	No	YES **	No
Janitorial Supplies	No	No	No	YES	No
Leases and rentals for facilities, equipment, or deposits	No	No	No	YES	No
Licensed or controlled substances (prescription, research)	No	No	No	YES **	No
Lodging, Hotels, Motels (business related, conference room rental)	YES *	YES	No	YES **	No
Lodging, Hotels, Motels (travel related)	YES	YES	No	No	No
Maintenance Agreements	No	No	No	YES	No
Meals, Restaurants (business meeting related)	No	YES *	No	YES **	No
Meals, Restaurants (travel related)	YES	No	No	No	No
Memberships	No	No	No	YES	No
Office Supplies, Paper Goods, Envelopes, etc	No	No	No	YES	No
Official Function, office party supplies or related items	No	No	No	YES	No
Parking Fees	YES	YES	No	YES **	No
Personal purchases or expenses (non-business related)	No	No	No	No	No
Photocopying, Printing	No	No	No	YES **	No
Postage, Overnight Mail	No	No	No	YES	No
Printer toner cartridges	No	No	No	YES	No
Promotional Items	No	No	No	YES	No
Registration Fees (seminar, conference, training, etc.)	No	No	No	YES	No
Roadside Assistance (Outside normal business hours only)	YES*	No	No	No	YES
Services (repairs, maintenance, labor, professional, consulting, etc.)	No	No	No	YES	No
Software, including hardcopy and downloadable	No	No	No	YES	No
Subscriptions	No	No	No	YES	No
Taxi, Shuttle	YES	YES	No	YES **	No
Tips, Gratuity, Skycap Fees	YES	YES	No	No	No
Toll and Bridge Fees	YES	YES	No	No	No
Trailer Parks/Campsites	YES	YES	No	No	No
Travel Agency Fees	No	YES	YES	No	No
Tuition, Training Related Costs	No	No	No	YES	No

* Refer to your Travel Compliance Designee for internal allowability procedures and policies

[Travel Compliance Designee List](#)

** Allowable types of expenses may be subject to individual agency policies, special provisions, waivers and/or mandatory purchasing rules

rev. date: 02/13/09